



Amesbury

Job Description

July 8, 2021

Outreach Coordinator

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's part time Outreach Coordinator.

HOURS OF WORK: 19 hrs./week

CLASSIFICATION: Part-time, nonexempt, non-union, non-benefit eligible.

COMPENSATION: \$20.75/hour

POSITION PURPOSE: The City's Outreach Coordinator will plan, coordinate, and implement social services for elders and their families for the City of Amesbury.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct assessments of clients; review and determine case management plan and coordinate and implement delivery of services.
- Conduct in-home visits to local elders to assist with information and service delivery while providing necessary referrals as needed.
- Respond to crisis and coordinate with local agencies and safety departments to modify or alleviate crises while involving appropriate personnel to respond to the situation.
- Coordinate with Protective Services network.
- Assist clients in accessing and completing required applications for local, state, and federal services and programs.
- Make referrals to collateral and other agencies when appropriate.
- Conduct assessments to determine eligibility, schedules with the Northern Essex Elder Transport program (N.E.E.T), MVRTA and other transportation services.
- Maintain follow-up program to track client progress.
- Consult adult children, friends or relatives of elders to assess and develop appropriate action plan.
- Act as a liaison among providers to ensure delivery of necessary services.
- Maintain client files and records in a confidential manner.
- Coordinate with local municipal offices to augment and complete client's case management.
- Maintain contact with clients that may require elder services assistance
- Compile and maintain all necessary program reports and records and submit monthly statistical report to the Council on Aging.
- Assist in the development of programs that will benefit the elder population and the community.
- Assist with housing challenges and work with housing authorities and housing management companies.
- Facilitate and develop educational programs for support groups such as Alzheimer's Caregiver Support Group, Caregiver Support Group and Low Vision Support Group.
- Coordinate and implement the local SHINE program.
- All other duties as assigned by the Council on Aging Director

SUPERVISION: Council on Aging Director

REQUIRED SKILLS AND QUALITIES:

- Degree in social work or closely related field
- Considerable knowledge of elder service programs and delivery systems and local, state and federal laws and regulations governing Council on Aging Programs.
- Knowledge of human services
- Ability to manage crises and sensitive issues
- Ability to work and communicate with people and maintain confidentiality.
- Ability to assess and make decisions regarding the welfare and safety of clients and their family.
- Considerable knowledge of computer software such as Microsoft Office.
- Valid Massachusetts Drivers license
- Valid CPR license

DESIRED QUALITIES AND QUALIFICATIONS:

- Massachusetts Licensed Clinical Social Worker
- Two years' experience in Human Service program or equivalent combination of education and experience.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

Employee will occasionally be exposed to exceptionally dirty and odoriferous environments.

To apply, please email a cover letter and resume to:

Heather Worrall, Human Resource Coordinator, City of Amesbury

worrallh@amesburyma.gov

To remain posted until filled. Priority will be given to applications received by **July 29, 2021**

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.